

Town of Rowe
Board of Selectmen – Minutes
Tuesday, February 27, 2018 – 6:30 pm
Rowe Town Hall - Hearing Room 1

Call to Order: The meeting was called to order by Chair Morse at 6:32pm

Present: Chair Jennifer Morse, Vice-Chair Dennis May, Chuck Sokol and Executive Secretary Janice Boudreau

Also Present: Joanne Semanie, Treasurer, Brandon Sprague

MINUTES

Motion to accept Minutes of February 21, 2018: Upon review, a motion was made by Chair Morse to accept the Minutes of February 21, 2018 with corrections. The motion, seconded by Vice-Chair May was unanimously accepted. (3/0/0)

Motion to accept Minutes of February 14, 2018: Upon review, a motion was made by Chair Morse to accept the Minutes of Feb 14, 2018 as presented. The motion, seconded by Vice-Chair May was unanimously accepted. (3/0/0)

Motion to accept Minutes of January 31, 2018: Upon review, a motion was made by Chair Morse to accept the Minutes of January 31, 2018 with corrections. The motion, seconded by Vice-Chair May was unanimously accepted. (3/0/0)

OLD BUSINESS

1. MLP Update: It was confirmed that the Charlemont Broadband Committee will attend a Select Board meeting on March 21, 2018 to formalize an agreement about the edge cases relating to providing service to residents on Tatro and Maxwell Roads. David Dvore confirmed attendance. Member Sokol said he would finalize what should be in the FY19 Budget for the Municipal Light Plant.

NEW BUSINESS

1. Select Board Review Snow & Ice Winter Expense FY18: Select Board Members reviewed the Snow and Ice Winter expense account and it may go into deficit spending.

Motion to Deficit Spend: Following discussion, Member Sokol made a motion to deficit spend the Snow and Ice Winter Expense account in excess of available funds as provided for in MGL Chapter 44 §31D. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

2. Library Building: Discuss Heating Emergency Notification: Chair Morse said the Library Director and Trustees did not want to be a part of the emergency notification for heating systems as they were happy with the current provider. It was agreed to continue to investigate the emergency notification for town buildings to determine cost and revisit in a year with the Library.

3. Council on Aging Contract for Services: Select Board members reviewed a contract from the Council on Aging that required Select Board signature.

Motion to Sign Contract: Member Sokol made a motion to sign the Council on Aging Contract for a Program with Davis Bates on March 30, 2018. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

4. Review Draft Bereavement Policy to Update for Personnel Policy Manual: Sandy Daviau requested a more defined Bereavement Policy be established and included in the Personnel Policy Manual. Following review of draft policy requested the definition of immediate family was made.

Motion to Add to the Bereavement Policy: Following discussion, Member Sokol made a motion to add the following to the Bereavement Policy in the Personnel Policy Manual to define immediate family:

"Immediate Family includes: spouse, domestic partner, child, parent, grandchild, grandparent, sibling, of -in-law or step- variants thereof, and other relatives residing in the employee's house."

The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

5. Review Special Project Accounts: Select Board Members reviewed outstanding special funds accounts provided by the Town Accountant to determine which could be closed out.

Motion to Close Out: Member Sokol made a motion to close out DPW Road Reclamation Stabilization Account with a balance amount of \$236.32 to be returned to Stabilization. The motion, seconded by Vice-Chair May, was unanimously accepted. (3/0/0)

6. Medical Response Protocol/Polices – Chair Morse informed member that the Fire Chief and Deputy Chief would be working with Amalio Justino from Emergency Response Consulting to formulate a Medical Protocol and Equipment on medical calls. Later in the meeting Chief Sprague arrived after a Franklin County Chief's meeting and after speaking with other chiefs believes medical protocol would be helpful. All agreed how important it is that the police respond to medical calls since Fire Dept. personnel all work outside of town.
7. Update Job Descriptions: DPW Superintendent, Police Chief, Fire Chief, Custodian, Treasurer: Select Board Members reviewed the job descriptions of DPW Superintendent, Custodian and Fire Chief and made amendments. Following update, will ask the employees to review and acknowledge receipt. The Police Chief job description requires a complete overhaul since it was last updated in 1992. It was agreed to continue to work on to update and review further.
8. Executive Secretary Updates:
 - Town Report: Janice Boudreau asked the Select Board to review the draft Select Board Report prepared for the Annual Town Report and provide additions and corrections. She said she was asking for reports by March 19th to then finalize design.

- FRCOG Requests: Phoebe Walker from FRCOG asked about whether Rowe was interested in a regional dog officer. It was agreed to look into. Linda Dunlavy requested the Board consider participating in the Opportunity Zone Program. Following review it was agreed the material did not pertain to Rowe.
- Crowningshield Estimate: Steve Crowningshield provided an estimate of the Library ramp and said that he thought it did not need to be replaced. If it was replaced it would cost \$1200.00. It was agreed to reduce the Capital Request to \$1200.00.

Citizen Comments

Adjournment: Seeing no further business, Chair Morse made a motion to adjourn the Meeting at 9:06 p.m. The motion, seconded Vice-Chair May, was unanimously accepted. (3/0/0)

Janice Boudreau
Executive Secretary

Approval Date: March 9, 2018

Approved:

Jennifer Morse
Jennifer Morse, Chair

Dennis May
Dennis May, Vice-Chair

Chuck Sokol, Select Board Member

Documents:

- Agenda 02-27-18
- Artist/Sponsor Contract – Davis Bates – Council on Aging
- Job Descriptions: Hwy Superintendent, Police Chief, Police Officers, Custodian, Treasurer, Fire Chief
- Draft Bereavement Policy
- Special Accounts List